

VACANCY BULLETIN

LONG TERM UNEMPLOYMENT

Are you a West Lothian Resident?

Aged 25 or over and been Unemployed for 1 year or more? For more information and to apply: contact Angela.Campbell2@westlothian.gov.uk

- Charity Shop Assistant - WL Foodbank (22-24 hrs)
- Playworker - Simply Play (16-30 hrs)
- Barista - Larder (26 hrs)
- Operational Assistant - Larder (26 hrs)
- Administration - West Lothian College (26 hrs)
- Warehouse Assistant - WL Foodbank (30 hrs)
- Admin Assistant - Open Door (30hrs)
- Trainee Advisers - Citizens Advice x 1 (25 hrs)
- Technical Support Officer - WL Council x 1 (29 hrs)
- Retail (Livingston) - Kidz-Eco x 2 (Hrs TBC)
- Retail (Bathgate) - Kidz-Eco x 2 (Hrs TBC)
- Community Development Assistant (Livingston) - Kidz'n'Kin (16-30 hours)

Public & Third Sector Vacancies

There are various vacancies currently available in West Lothian in the 3rd Sector and on My Job Scotland;

- [Engineer \(Street Lighting\) x 2](#)
- [ELC Practitioner](#)
- [Pupil Support Worker x 2 \(ELC\)](#)
- [Teacher of Art and Design](#)
- [Cook, Almondvale Gardens](#)
- [Catering Assistant](#)
- [School Crossing Patrol Guide,](#)
- [Advanced Network Specialist](#)

To apply, please register for a My Job Scotland account online [here](#).

If you require any help to register online or would like assistance reviewing your completed application please call 0800 032 9768 or contact A2E [here](#) and select 'help with job application'

A2E LOCATION APPOINTMENTS

Access2employment are now available to meet face to face in the following locations:

ALMONDBANK LIBRARY
 BATHGATE PARTNERSHIP CENTRE
 FAULHOUSE PARTNERSHIP CENTRE
 STONEYBURN COMMUNITY CENTRE
 STRATHBROCK PARTNERSHIP CENTRE
 WHITBURN PARTNERSHIP CENTRE

To book an in person appointment please contact your allocated A2E adviser. Alternatively email: access2employment@westlothian.gov.uk or call 0800 032 9768.

A2E ONLINE APPOINTMENT

[Click here](#) to speak live to an A2E adviser for any Employment related questions on a Monday between 10am - 12pm or a Thursday between 1pm - 3pm. This is via the secure [Near Me](#) platform.



Volunteer Vacancies

The Advice Shop West Lothian Council have a number of volunteer positions available across West Lothian for 2022/23.

Please see the link below for current vacancies and to register for the upcoming volunteer training session.

www.westlothian.gov.uk/advice-shop

For more information contact: 01506 283053 or email volunteering@westlothian.gov.uk



Job Vacancies

Invest in West Lothian

Discover new possibilities in West Lothian's dynamic jobs market including key sectors such as life sciences, engineering & manufacturing, logistics & distribution, and many more!

www.investinwestlothian.com/job-vacancies/

If you are a local employer with an available vacancy, you can submit it on our website!

Management Vacancies

Stock and Delivery Team Leader (FT Permanent), Livingston. Dunelm – closes 7/12/22 [Details here](#)

Store Manager (FT Permanent), Livingston. Yours Clothing – closes 15/11/22 [Details here](#)

Shift Manager (FT Permanent), Livingston. DHL – closes 30/11/22 [Details here](#)

EHS Manager, Bathgate. Cargill [Details here](#)

Software Engineering Manager (FT), Livingston. Sky [Details here](#)

Senior Performance Analyst (FT), Livingston. Sky [Details here](#)

Ethernet Provisioning Executive (FT), Livingston. Sky [Details here](#)

Delivery Manager (FT), Livingston. Sky [Details here](#)

Assistant Store Manager - Opticians (FT), Livingston. Boots [Details here](#)

Assistant Manager (FT), Livingston. Boots [Details here](#)

Branch Manager (FT), Livingston. Ramsdens Financial Limited [Details here](#)

Regional Support Manager- Operations (Fixed Term), Livingston. Yodel [Details here](#)

Construction Vacancies

Joiner (FT), Livingston. West Lothian Council – closes 31/12/22 [Details here](#)

Plumbers x 2 (FT), Livingston. West Lothian Council – closes 30/12/22 [Details here](#)

Forklift Truck Driver (FT), Broxburn. [Details here](#)

Cabling Engineer (FT), Livingston. Locktel Communications [Details here](#)

Painter & Decorator (FT), Livingston – closes 04/11/22 [Details here](#)

Welder Fabricator (FT), Livingston – closes 05/11/22 [Details here](#)

Street Lighting Officer (FT), Bathgate. West Lothian Council – closes 08/11/22 [Details here](#)

Groundworker (FT), Linlithgow. [Details here](#)

Joiner (FT), Livingston. West Lothian Council – closes 31/12/22 [Details here](#)

Welder (FT), Rosyth. Babcock International. [Details here](#)

Groundworkers (FT), Livingston. [Details here](#)

Office / Admin Vacancies

Secretary, Livingston, NHS Scotland [Details here](#)

Wages Admin Assistant, Kirk of Shotts, Scottish Prison Service [Details here](#)

Administrator, Livingston, BRS Ltd [Details here](#)

Office Administrator, West Calder, Recruitment Helpline Ltd [Details here](#)

Administrator (e-Invoicing & e-Procurement),uk, NHS Shared Business Services [Details here](#)

Operations Administrator – Days, Deans Industrial Estate, DHL Parcel UK [Details here](#)

Junior Transition Administrator, Livingston, The Cashroom Limited [Details here](#)

Admin Assistant, Livingston, Nimbus Engineering Consultants Ltd [Details here](#)

Administrative Assistant, Livingston, Kirkton Flooring Ltd [Details here](#)

Admin Support, Livingston, Deutsche Windtechnik Ltd [Details here](#)

Customer Service Administrator, Livingston, Get Recruited (UK) Ltd [Details here](#)

Quick links to more jobs..

Invest in West Lothian [Details here](#)

Hospitality vacancies, [Details here](#)

Livingston Designer Outlet, [Details here](#)

Almondvale Centre, [Details here](#)

NHS vacancies, [Details here](#)

SKY vacancies, [Details here](#)

Charity & Voluntary sector, [Details here](#)

IQVIA vacancies, [Details here](#)

Civil Service vacancies, [Details here](#)

Valneva vacancies, [Details here](#)

Tesco vacancies, [Details here](#)

Asda vacancies, [Details here](#)

Scotmid vacancies, [Details here](#)

Taylor Wimpey vacancies, [Details here](#)

Aldi vacancies, [Details here](#)

Xcite vacancies, [Details here](#)

Lidl vacancies, [Details here](#)



Aged 16-24, resident of West Lothian and looking for work?

West Lothian Council's **Steps N2 Work** are currently seeking applicants for the positions below:

- [Trainee Sales & Lettings Administrator \(Martin & Co, Bathgate\)](#)
- [General Labourer \(Edinburgh Fabrications, Broxburn\)](#)
- [Trainee Rental Controller \(McNicoll Vehicle Hire Ltd\)](#)

If you would like any further information or assistance to apply please contact:

stepsn2work@westlothian.gov.uk or call
0800 032 9768

Advisers are available to support young people resident in West Lothian, aged 16 to 24 to access:

- Training
- Jobs & Apprenticeships
- Education

Graduate Vacancies

Various Graduate opportunities (Fixed Term), UK Wide. BAE Systems [Details here](#)

Technical Graduate 2023 (FT), UK Wide. CGI – closes 31/12/2023 [Details here](#)

Graduate Invent Accelerate Programme – Energy and Utilities (FT), Glasgow. Capgemini Invent – closes 30/11/2022 [Details here](#)

Graduate Invent Accelerate Programme – Financial Services (FT), Glasgow. Capgemini Invent – closes 30/11/2022 [Details here](#)

Graduate Invent Accelerate Programme – Analytics & AI (FT), Glasgow. Capgemini Invent – closes 30/11/2022 [Details here](#)

Graduate Invent Accelerate Programme – Business Technology (FT), Glasgow. Capgemini Invent – closes 30/11/2022 [Details here](#)

Graduate Invent Accelerate Programme – Workforce and Organisation (FT), Glasgow. Capgemini Invent – closes 30/11/2022 [Details here](#)

Sustainable Financial Wellbeing Graduate Scheme (Fixed Term), Edinburgh. Lloyds Banking Group – closes 18/01/2023 [Details here](#)

Technology Engineering Graduate Scheme (Fixed Term), Edinburgh. Lloyds Banking Group – closes 18/01/2023 [Details here](#)

Finance Programme (FT), UK Wide. Bakkavor – closes 20/11/2022 [Details here](#)

Apprenticeship Vacancies

Graduate Design Engineer Apprenticeship (FT), Edinburgh. Leonardo – closes 8/12/2022 [Details here](#)

Admin Helpdesk Coordinator (FT), Edinburgh. Set Training – closes 5/11/2022 [Details here](#)

Customer Service Administrator (FT), Newbridge. Scania GB Ltd – closes 30/11/2022 [Details here](#)

IT Support Analyst (FT), Edinburgh. Quorum Network Resources Ltd – closes 19/11/2022 [Details here](#)

Admin Apprenticeship (FT), Edinburgh. Morton Fraser Solicitors – closes 30/11/2022 [Details here](#)

Digital Support (FT), Edinburgh. Crandles & Co – closes 16/11/2022 [Details here](#)

Desktop Support Engineer (FT), Edinburgh. Faculty of Dental Support – closes 26/11/2022 [Details here](#)

Sales Support Assistant – Administration (FT), Bathgate – closes 18/11/2022 [Details here](#)

For more Apprenticeship vacancies, check the web Apprenticeships.scot [here](#)

Graduate Work Experience

The opportunities below are paid work experience based within West Lothian Council.

Economic Development (Community Led Development Project) [Details here](#)

Social Policy (Education Services) [Details here](#)

Social Policy (Property Services, Surveyor) [Details here](#)

Social Policy (Family Placement Project) [Details here](#)

Recycling (Waste & Fleet Services) [Details here](#)

Operational Services (Grounds Maintenance) [Details here](#)

Social Policy (Children Families Participation and Engagement) [Details here](#)

Registrations (Customer Services) [Details here](#)

Social Policy (Modernisation Programme) [Details here](#)

Corporate Communications (Graphic Design) [Details here](#)



stepsn2work@westlothian.gov.uk

Retail Vacancies

Multiple Sales Job (PT), Livingston. Next Careers
[Details here](#)

Store Cleaner (PT), Livingston. Home Bargains –
Closes 13/01/22 [Details here](#)

Multiple Christmas Customer Assistants (PT & FT),
Livingston. Marks and Spencer's [Details here](#)

Sales Assistant (PT Temp), Livingston. Flannels
[Details here](#)

Sales Assistant (PT Temp) Livingston. Sports Direct
[Details here](#)

Sales Assistant (PT Temp), Livingston. Game
[Details here](#)

Featured Local Vacancies

Citizens Advice are currently recruiting for:

- Financial Inclusion Advisers x 2

For more details please contact

enquires@cabwestlothian.casoline.org.uk



Youth Action Project are currently recruiting for a:

- Finance Administrator - closes
06/11/2022

If you are interested in applying
please find [Details here](#)



WLDAS are currently recruiting for a:

- Bereavement and Young People Worker

If you are interested in applying
please find [Details here](#)



Earth Test Laboratories are currently recruiting
for the following roles:

- Engineering Technician
- Laboratory Technician
- Trainee Laboratory Technician

For more details please contact

access2employment@westlothian.gov.uk



Manufacturing/Production Vacancies

Production Operator (FT), Livingston. Merck KGaA
Darmstadt Germany [Details here](#)

Manufacturing Assembly (FT), Livingston. CAME
Entrotec [Details here](#)

Warehouse Picker/Packer (FT Perm), Livingston. Vesa
Beauty Ltd [Details here](#)

Production/Baking Operative (FT), Bathgate. Be
Personnel [Details here](#)

Production Operator (FT Temp), Livingston. ESS
Recruit [Details here](#)

Production Worker Early shift (FT Perm), Broxburn.
Connect Appointments [Details here](#)

Machine Operator (FT Permanent), Livingston.
Connect Appointment. Closes 6/11/22 [Details here](#)

Production Operator (FT Various shifts), Livingston.
Mitsubishi [Details here](#)

Production Operative with Machine knowledge (FT),
Livingston. D R Newitt [Details here](#)

Warehouse Vacancies

Warehouse Operative (FT Temporary), Bathgate –
closes 26/11/22 [Details here](#)

Warehouse Cleaner (FT Temporary), Bathgate – closes
26/11/22 [Details here](#)

Warehouse Administrator (PT Temporary), Livingston
– closes 18/11/22 [Details here](#)

Christmas Warehouse Operative (FT Temporary),
Bathgate – closes 26/11/22 [Details here](#)

Warehouse Parcel Sorter (FT Temporary), Livingston –
closes 12/11/22 [Details here](#)

Warehouse Order Picker (FT Temporary), Bathgate –
closes 26/11/22 [Details here](#)

Warehouse Cash Handler (FT Permanent), Broxburn –
closes 26/11/22 [Details here](#)

Machine Operator & Warehouse Operations (FT
Permanent), Livingston – closes 07/11/22
[Details here](#)

Night Shift Warehouse Operative (PT Temporary),
Whitburn – closes 18/11/22 [Details here](#)

Forklift Drivers (FT Permanent), Bathgate – closes
04/11/2022 [Details here](#)

Forklift Truck Driver (FT Temporary), Livingston –
closes 13/11/22 [Details here](#)

WELLBEING
TEAM

The Wellbeing Team are a pre-employability service offering a wealth of knowledge and experience in coaching, mental health support and personal development. This support will empower individuals and address barriers to improve their overall chances of employment. You can access;

- 1-2-1 Support
- Group Work
- WomenN2Work Programme
- MenN2Work Programme
- Wellbeing Workshops

For more information please contact us

Call - [0800 032 9768](tel:0800 032 9768)

Email - a2ewellbeingteam@westlothian.gov.uk

YOUNG PEOPLE
EMPLOYMENT SUPPORT

YOUNG
PEOPLE

Our Employment Advisers assist 16 – 24yr olds into Employment, Training or Education through one to one sessions and group work. Our experienced team offer tailored support and guidance online, over the phone and email to suit your employment needs. Assistance can include;

- CV building / Interview preparation
- Young People N2 Work Programme
- Applying for an Apprenticeship
- Training Opportunities
- Graduate Work Experience

For more information please contact us

Call - [0800 032 9768](tel:0800 032 9768)

Email - stepsn2work@westlothian.gov.uk

PARENTAL
EMPLOYMENT
SUPPORT 

Are you a West Lothian parent looking for a job, change of career or interested in retraining? Our dedicated advisers offer one-to-one support and assistance to parents to help increase their household income through employment. Assistance includes:

- Personal development skills
- Employability support and assistance
- Career progression and promotion
- Funding towards training and education
- In work support to ensure sustainable employment
- Health and Wellbeing sessions
- Support to secure financial security

For more information please contact us

Call - [0800 032 9768](tel:0800 032 9768)

Email - pesf@westlothian.gov.uk

ONE TO ONE
EMPLOYMENT
SUPPORT 

Access2employment Advisers can assist with:

- Understanding your transferable skills
- Job searching
- CV preparation and a stand out cover letter
- Online applications
- Preparing for an Interview

To book a telephone or online appointment with an Employment Adviser, contact us by:

 Freephone: [0800 032 9768](tel:0800 032 9768)

 access2employment@westlothian.gov.uk

 [Book a telephone/online appointment](#)

Register for the weekly jobs Vacancy Bulletin [here](#)

To unsubscribe, please complete this [form](#)